

Entering Periodic Reports

1. "Login" to [Egrants](#) Site.
2. Select the "Project Management" tab or follow the User Prompts.
3. Enter your "Grant ID" for the subgrant.
4. Your "Project Summary" screen appears. Click the "Monitoring" tab.
5. The "Main Summary" page for Monitoring will appear.
6. Select the "New Report Phase" (initial, year two, or year three) from the dropdown box and click on "Create Fiscal Report."
7. Complete the "Quarterly Subgrantee Report" and "Submit."
8. The status of the report will be marked as submitted, and the approval status will be pending approval until it is approved at ICJI.

For more detailed instructions please see the following Quick Start Guides:

[**Fiscal Reports Quick Start Guide**](#)
[**Inventory Report Quick Start Guide**](#)
[**Program Report Quick Start Guide**](#)